

GOVERNOR SERVICES: EDUCATION, QUALITY AND PERFORMANCE SERVICE

SCOTFORTH ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL (01006)

Minutes of the governing body meeting held by video conference on Tuesday 30 June 2020 at 5:30pm.

Present:

Mr K Weatherill (Chair)
Rev Dr R Aechtner
Mrs R Atkinson
Mr L Carson-Brown
Miss A Goddard
Mr M Hammond
Mrs I Jolley
Dr R Long
Mr J Mynott
Mrs S Pyle
Mrs A Quainoo
Mrs K Stephens
Ms F Urquhart
Mrs A Aylott (Headteacher)

Also Present:

Mrs F Graham (Clerk)
Miss S J Huddleston (Deputy Headteacher – Observer)

Action

20.17 Apologies for Absence

There were no apologies for absence, all governors were present.

20.18 Meeting Protocol

Governors confirmed their agreement for the meeting to be held by video conference and to abide by the Virtual Meetings Protocol.

20.19 Governing Body Matters

a) Declaration of Interest

There were no declarations of interest in relation to agenda items.

b) Membership

The clerk advised there were two foundation governor vacancies.

ACTION

The chair enquired if any of the parent governors or co-opted governors would like to consider becoming foundation governors. He asked that they contact the chair or Rev Dr Aechtner.

**All
governors**

c) DBS / Section 128 Checks

The governing body confirmed that all necessary arrangements were in place and that all governors had the required clearances. The chair agreed to check the SCR when access to the school was easier.

Chair

20.20 Minutes of the Previous Meeting

It was agreed that the minutes of the meeting held on 10 March 2020, having been circulated, be approved as a correct record and would be signed by the chair at a later date.

Chair/Clerk

20.21 Matters Arising from the Minutes

There were no matters arising from the minutes.

20.22 Reports

a) The governors noted and accepted the minutes of the extraordinary governors meeting held on 22 May 2020.

b) The governors noted and accepted the minutes of the extraordinary governors meeting held on 1 June 2020.

A governor enquired how many key workers children and vulnerable children had attended school during lockdown. Mrs Aylott said there had been a total of 90 children, but not all 90 children were in school every day.

The headteacher mentioned her surprise at the number of key workers children that were in school. All were entitled to their places and these had been checked against the proof that was required. Such was the number of key workers children that it had only been possible to accommodate them according to their parents working rotas. Mrs Aylott expressed her grateful thanks to Miss Huddleston who had worked out the data to ensure the maximum number of children were accommodated. Also, she thanked the staff, who had gone over and above to provide the excellent home learning.

Mrs Aylott explained that at the time of the extraordinary governing body meetings the risk assessment and planning for wider opening had been outlined. The wider opening had dependent upon the number of staff available. Now all staff were back with the exception of two welfare staff. Children were grouped into bubbles and it was helpful that the social distancing rules for Early Years Foundation

Stage (EYFS) children was not as stringent and so it was possible to have 16 EYFS children in the hall.

The headteacher continued that as far as she was aware the situation would change for September but nothing had been confirmed to date. Mrs Aylott was grateful that staff could have a break during the summer holidays and school was not expected to be open. Two suggestions of funding to support schools following the pandemic were open to interpretation. One scheme involved 130 pilot areas for summer holiday provision did not include Lancaster. The nearest area was Blackburn with Darwen and was a provision that had already been put in place prior to the pandemic. Another suggestion of funding related to tutoring which cost £50 per hour per pupil but schools would be able to access this tutoring for the sum of £12 per hour per pupil, so in fact was an additional cost for schools.

A governor asked if the children would be assessed on their return in September. Mrs Aylott replied that all children would be assessed as indications at this stage showed a wide spread of progress. Some children had had lots of 1:1 time at home and made lots of progress, some had remained the same and some had not made much progress. The main aim was to ensure that children felt emotionally safe and secure so that they were in the best possible place for learning. Assessment would be in the form of talking and listening and helping them to socialise and adjust to being back at school.

A governor queried which teachers would make the assessments. Mrs Aylott said that probably assessment would be carried out by the current class teachers. The plan was not to move any teachers to different classes. Meeting the needs of the children was the key priority.

A governor enquired what learning would be like in September. Mrs Aylott explained that it was difficult to tell how the children had coped with missing a quarter to a half of the school year. Every year there was always a handover from one year group teacher to the next. This year the handover would be more important. The curriculum would be different to what it was six months ago. There would be more space in the timetable for speaking and listening, and learning through outdoor activities. This would be particularly important for younger children. Art and drama would not be neglected and the learning of history and geography could be linked to these areas.

At this stage the social distancing for September had not been confirmed. Mrs Aylott mentioned she was unclear how teachers could maintain one to two metre social distancing whilst teaching a bubble of 30 children. Mrs Aylott continued that she had tasked Mr D Manning with updating the school software so that blended learning could be used in September. In August she intended to review the up to date guidance on Covid 19, and have a number of plans outlined ready for parents. 237 pupils would take a long time to welcome back

to school using staggered entry and staggered exit. Mrs Aylott was managing expectations but there were no guarantees for September. If there was a second wave of the virus it would not be possible to have all the children back in school safely.

- c) The governors noted and accepted the minutes of the Finance and Staffing Committee meeting held on 3 March 2020.
- d) The governors noted and accepted the 17 June 2020 headteacher's Finance and Staffing updates circulated to governors prior to the meeting.

A cost centre for Covid 19 had been created with the potential of claiming back money spent on extra resources. However, just a week ago the government had announced that it was only possible to make a claim if there had been a confirmed case of Covid 19 in school. Guidance had specified social distancing, this had changed to stating it was not necessary to spend money on signing to maintain social distancing and it was not possible to claim for an increased in spending on additional cleaning.

The financial monitoring report had looked good and there had been an increased outturn. But this was not looking quite so good now. There had been increased spending on water with all the extra hand washing, paper towels for hand drying and there were extra costs on cleaning.

A governor asked about the increased nursery hours. Mrs Atkinson explained that parents could only apply to one nursery even though their child might attend two different settings. Only one setting could have the funding and so school had stepped back and would not claim for the funding too. Additionally, two children who would have been starting in the nursery and paying for their places had not started.

Mrs Aylott said there were increased staffing costs. Each bubble had a teacher and a teaching assistant. An additional TA2b and an additional cleaner had been employed on a temporary basis. They were essential for the school to be able to open for more children.

- e) The governors noted and accepted the 17 June 2020 headteacher's Curriculum and Standards updates circulated to governors prior to the meeting.
- f) The governors noted and accepted the 17 June 2020 headteacher's Buildings Health and Safety updates circulated to governors prior to the meeting.

The first item of discussion was deemed confidential and minuted as such.

The damp on the kitchen wall continued to be an issue. Two quotes had been obtained to rectify the problem. The most expensive and long term solution would be external tanking. A cheaper more short term solution would be internal tanking. The external tanking was too expensive and would not be successful should an LCVAP bid be submitted.

The consultants, recommended by the diocese to Ripley Trust had been on site to introduce themselves, but the promised survey and subsequent five year building plan had not been done. This could have been due to the lockdown but they had not been in touch to explain the way forward. The issue would be raised with the Ripley Trust.

Mrs Aylott expressed her grateful thanks to Mr Murfit and his company Cleatrace.co.uk. Mr Murfit had provided mobile hand sanitising stations, advanced cleaning products and internal floor and wall signage. All this equipment had been provided for the school at no charge.

Mrs Aylott said she would be thanking Mr Murfit on the newsletter and she had done a testimonial for him and sent it to the Primary Heads in Lancashire.

The chair thanked the site supervisor Mr D Cocker for the detailed report he had provided for the Buildings Health and Safety updates.

b) Nominated Governors

It was agreed that nominated governors would report back to a future governing body meeting.

c) Chair's Action in Cases of Urgency

The chair reported that it had not been necessary to take any urgent decisions on behalf of the governing body since the last meeting.

- The chair had approved the latest letter that had been sent to parents by the headteacher.

20.23 School Improvement Plan

a) School Improvement Plan in the Extraordinary National Context

Governors agreed that this item had been covered in the Curriculum and Standards Committee Update, 17 June 2020.

b) Personal, Social, Health and Economic Education Including Statutory Requirements

Governors noted the new statutory guidance that would come into effect from September 2020 but the implementation and impact would not be effective until 2021.

The headteacher confirmed the school's PSHE curriculum already covered the statutory content.

In light of the current national health emergency, governors discussed the support that would be required when pupils returned to school, with a particular focus on their mental health and wellbeing. The following point was noted:

- More emphasis would be placed on PSHE and wellbeing.

Miss A Goddard was the nominated governor for Personal, Social, Health and Economic Education (PSHE) and agreed that governors would be kept up to date on work in this area through the Curriculum Committee.

20.24 Headteacher's Report

a) Termly report

The headteacher's report had been circulated to governors prior to the meeting. She mentioned that all the points in the report were quite general and were correct at the time of writing but with the current situation things could change before September. Mrs Aylott said she would keep governors informed of any changes.

The headteacher was thanked for her comprehensive report.

b) Unavoidable School Closures

The governing body noted the arrangements made during the period of national school closure to provide places for vulnerable children and those of critical workers.

20.25 Budget Outturn 2019/20

The governing body noted the school's outturn position for 2019/20. Governors were aware that the application of clawback had been suspended on balances held by the school at 31 March 2020.

20.26 School Budget 2020/21

Following the recommendation of the Finance Committee, the governing body approved the school budget plan for 2020/21, as follows:

Revenue income of £1,035,622 and proposed revenue expenditure of £1,052,882 resulting in a net in year deficit of £17,260.

The governing body considered the effect on school balances and noted the estimated balance of £66,496 brought forward from the previous year which would result in a forecast carry forward balance of £49,236 into 2021/22.

It was noted that the Income and Expenditure Form had been submitted to the county council within the required timeframe.

The governing body noted the additional expenditure required by the current emergency, and the plans for recouping elements of this. This included:

- a Covid cost centre had been created, all additional cleaning hours, cleaning products and TA2b were linked to this cost centre.

Financial forecasts for 2021/22 and 2022/23 were noted.

20.27 School Financial Value Standard (SFVS)

The governing body noted the SFVS had been approved and included;

- The completed checklist;
- The completed dashboard spreadsheet;
- The SFVS action plan (if applicable).

The approved standard had been submitted by the school business manager.

20.28 Educational/Off Site Visits

a) Health and Safety of Pupils on Educational / Off Site Visits Policy and Guidelines

The governing body noted the information provided on the health and safety of pupils on educational visits.

It was confirmed that Sarah Huddleston and Amanda Malin were the EVC /Administrators and Alison Aylott had Head/Administrator status for the school's EVOLVE system. The reporting procedures for visits were agreed as:

Option 3

The governing body to approve residential Type B visits only prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits and to approve all other Type B visits for submission to Lancashire County Council. The decisions to be reported to the governing body meeting each term.

The headteacher was requested to inform Lancashire County Council of any changes.

Headteacher

b) Approval and Evaluation of Visits

The governing body confirmed that the national guidance on the suspension of unnecessary travel was being followed. The implications on existing or planned visits were discussed.

A governor asked about the residential trip to Lockerbie Manor Activity Centre in Scotland. The parents of children going on the trip had only paid the deposit so far. At the moment the trip was scheduled to go ahead in September but some parents may no longer want their children to attend. Mrs Aylott explained that she had taken legal advice and was in negotiations with the centre about the trip. She had been very open with the parents about the negotiations and it may be that the trip would not go ahead. Mrs Aylott was concerned about the facilities, activities and social distancing. Currently nothing but the deposit had been paid, no further instalments had been paid.

Mrs Aylott asked for parent governors' comments. Mrs K Stephens agreed that parents had mixed views and if the deposit was lost so be it as it did specify it was a non-refundable deposit. The trip was for children to enjoy activities with their friends and be away from home. It was a big ask for staff and volunteers in the current situation. It would be worth having sight of the centre's risk assessment.

A governor suggested the offer of an alternative activity such as a day at the Flower Bowl at Barton Grange in Bilsborough. Also it would be worth finding out the views of the parents and children.

A governor asked if there was capacity in the system to offer a trip next spring or summer and cancel the Lockerbie trip until things were more certain. Mrs Aylott was grateful for the various suggestions, would consider the various alternatives and would continue to seek legal advice from LCC.

Miss Huddleston reported details of a successful visit that had taken place just before lockdown. The Year Five had enjoyed a trip to Beacon Fell, this was part of their work related to Kensuke's Kingdom the novel by Michael Morpurgo.

There were no visits to approve at the time of the meeting.

20.29 Policies and Procedures

a) Performance Management and Pay

In preparation for the performance management of staff in the autumn term the governing body confirmed that the following arrangements were in place:

- a committee to undertake the appraisal of the headteacher's performance and the validity of the appraisal process across the school (Miss Goddard, Mrs Quainoo and Mr Weatherill);
- the school had bought into the county council Schools Advisory Service for advice regarding the appraisal of the headteacher;
- a committee to undertake pay decisions in relation to the headteacher and teacher's pay as identified in the school's pay policy (Mrs I Jolley and two untainted governors);
- relevant training had been undertaken by governors to assist them in fulfilling their duties;
- consideration would be given to the changed school context when reviewing performance.

b) Pay Policy

The governing body agreed to adopt the model Pay Policy 2020/21.

c) HR Policies

The governing body confirmed adoption of the following model Lancashire Personnel Policies and Procedures:

- Directed Time – January 2020
- Disqualification by Associate – April 2020
- Facilities Agreement – March 2020
- Grievance Procedure Teachers – March 2020
- Handling Allegations Summary – January 2020
- Leave of Absence – Support Staff – June 2020
- Leave of Absence – Teachers – June 2020
- Shared Parental Leave – March 2020
- Whistleblowing Policy (Delegated Schools) – April 2020.

d) School Safeguarding Policy / Interim Safeguarding Arrangements during Covid-19

The governing body noted the DfE guidance regarding schools safeguarding responsibilities during the pandemic restrictions, and approved the update to the School's Safeguarding Policy. The Policy was on the school website.

e) Election of Chair and Vice Chair

The governing body noted the options available for the appointment procedure of chair and vice-chair. The next election would be held in Autumn 2021.

Mrs Quainoo had informed the chair prior to the meeting that she would like to step down as vice chair. The chair thanked Mrs Quainoo for everything she had done during her time as vice chair.

Following a discussion, Rev Dr R Aechtner was elected as vice-chair until the first meeting of the autumn term 2021.

20.30 Governor Training and Development

Governors were encouraged to check the Schools' Portal for details of virtual training courses being delivered by Governor Services. E-learning could be accessed through the Learning Link at <https://nga.vc-enable.co.uk/Register>.

20.31 School Admissions

The governing body noted the requirements in relation to the school admissions process.

It was agreed that the admission arrangements would not be changed for 2022/23.

There was an issue in meeting the requirements for 2021. It would be very difficult to meet the church requirements recognised by the diocese and the Department for Education. Wording was being considered that would take into account the 18 times a year church attendance with pro rata recognition because the church had been open 5/12 of the 18 times. It was recognised that this could present a problem if the churches were not open in September.

A governor mentioned that although churches may be open in September, there could be limits on numbers and some parents may not be happy to attend due to Covid 19.

Rev Dr Aechtner said she had met with her Church Warden Jayne Weatherill in order to take a sensible approach. They had considered, that although time consuming, it would be fairest to meet with parents for a pastoral conversation. Rev Dr Aechtner would be suggesting this way forward to the clergy colleges WhatsApp group.

20.32 Forums for Chairs and Vice-Chairs

The governing body noted that the Chairs Forums for the summer term had been cancelled.

20.33 Lancashire Association of School Governing Bodies (LASGB)

The governing body noted that information regarding forthcoming events was available on the LASGB website.

20.34 Confidentiality